

Community Supervision Standards Juvenile Justice Authority State of Kansas	CHAPTER: DOCUMENTATION, REPORTING AND RECORDS	STANDARD NO. CSS-03-103
	SUBJECT: EXPUNGEMENT OF JUVENILE RECORDS	PAGE: 1 of 1
REFERENCES: KSA 38-2312		DATE ADOPTED: 7/1/06 DATE REVIEWED: 12/7/06

STANDARD: Written policy, procedure and practice shall explain the process which juvenile expunges records and files. Upon receipt of an order of expungement, the Community Supervision Officer shall:

- Notify the Juvenile Justice Authority (JJA) of the order for expungement of the record.
- Collect any and all information concerning the juvenile, including any documents or records on individuals listed in the court order.
- Place these documents in a sealed envelope. Write in red ink on the envelope, “EXPUNGED RECORDS.” In addition, write or type on the envelope the following: “The contents of this envelope have been expunged and may not be divulged without an order from the District Court of ***** County.” Upon any written or verbal request for information from any source, agency staff shall respond that no such record exists.
- The file may be identified, for internal purposes only, with the name of the juvenile, the date the case was expunged, and the date the case was closed.
- No information shall be divulged to any person, even that the information and record ever existed.
- Under certain circumstances, the court may order access to previously expunged records. Upon receipt of such an order, the assigned Community Supervision Officer, or designee shall notify JJA and release the contents of the file as directed by the court. Questions relating to the disclosure of expunged records shall be directed to the JJA Legal Division.

DISCUSSION: None.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies and their employees/contractors and juveniles under supervision. They are not intended to establish state created liberty interests for community supervision agencies or their employees/contractors, or supervised juveniles, or an independent duty owed by the Juvenile Justice Authority to community supervision agencies, or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.